

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
JUNE 10, 2014**

BOARD MEMBERS

Scott Smithwick	President
Jeff Davis	Vice President
Kathleen Hawker	Secretary
Brian Finerty	Treasurer
Vacant	Director

OTHERS PRESENT

Bill Hubbard	Community Management Services
Maryalice Heim	Landscape Committee
Sheba Solomon	Landscape Committee
2 owners	

ITEM I – Open Forum

Any items discussed that require action by the Board will be placed on the agenda for the following Board meeting, unless determined to be a safety or structural issue that needs immediate attention.

ITEM II – Call to Order

Scott Smithwick called the Board of Directors Meeting to order at 6:55PM.

ITEM III – Approval of Minutes

A motion was made, seconded and carried (with Jeff Davis abstaining) to approve the minutes of the May 13, 2014 Board of Directors meeting as amended. ITEM X should have read:

There being no further business before the Board of Directors, the meeting was adjourned at 7:53PM. The Board then went into Executive Session to discuss assessment collection issues, and hold 2 rules violation hearings. During the 1st hearing, the Board imposed a \$50 fine for violation of the clubhouse usage agreement. During the 2nd hearing, the Board imposed a \$50 fine for excessive noise issues. The next Board meeting will take place on June 10, 2014.

ITEM IV – Committee Reports

A. Landscape

1. The committee updated the Board on landscape issues.

B. Architectural

1. The Board reviewed architectural related correspondence for the past 30 days.

C. Parking

No report.

D. Social

No report.

E. Clubhouse/Pool

1. The Board passed a motion approving a proposal from RE Cuddie to replace the floor coverings in the clubhouse meeting room, at a cost of \$7,802.00.
2. The Board passed a motion approving the purchase of three couches for the clubhouse meeting room.

F. Website

No report.

ITEM V – President’s Report

The Board passed a motion approving the installation of protective covers on the interior pool gate handles of the pool gates leading to the clubhouse area pool to help prevent unauthorized access.

ITEM VI - Treasurer’s Report – Financial Statement for period ending May 31, 2014.

- A. The Board of Directors reviewed the current reconciliations and account statements (unaudited) of the Association’s operating and expense accounts for the month, the operating and reserve revenues and expenses compared to the current year’s budget, as well as the income and expense statement of the Association’s operating and reserve accounts.

	<u>Actual</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Variance B/(W)</u>
Income(\$)	115,313.53	579,361.08	564,800	14,361.06
Expense(\$)*	113,459.01	540,551.78	564,800	38,809.30
*includes monthly contribution to Reserves				
Total Cash & Savings(\$):		3,131,721.17		
**Reserve Expenditures Year to Date(\$):		196,385.31		
Reserve Fund Balance(\$):		3,101,475.78(includes \$531,500.00 in EQ fund)		

- B. Reserve Fund Investments

Brian Finerty updated the Board on the status of the reserve fund investments.

ITEM VII - Association Manager’s Report

- A. Action Item List – The Board reviewed the action item list since the previous meeting.
- B. Correspondence – The Board reviewed correspondence since the previous meeting covering issues regarding landscaping, rules violations, and maintenance.
1. In response to a request from an owner that the landscape company not use gas powered equipment on declared Spare The Air Days, the Board concluded that the landscape company should try to comply with the requested restrictions of Spare The Air Days when their schedule permits.
 2. The Board reviewed a suggestion for investigating installation of solar panels on common area roofs and carports. The Board agreed that the configuration of the buildings and initial cost versus return on investment for such a project at this time makes this economically unfeasible at this time. Additionally any installation of such solar panels cannot achieve equal benefits for each homeowner due to existing physical restrictions and limitations of the property as a whole.

3. In response to a request to alter a walkway light because a tenant was having problems sleeping at night, the Board agreed that the light was necessary for safety reasons and the tenant could install black-out curtains or shades behind the current window coverings. Additionally it was noted that this is not a new light fixture and it has been in place for some time.

ITEM VIII - Old Business

A. Security Patrol Report

The Board reviewed the May, 2014 security report.

B. Painting Project

Management reported that the painting project had begun on Greenwich Ct, with Ashmeade Ct to follow.

C. Wood Repairs Project

Management reported that the wood repairs project would be completed on Ashmeade Ct. by the end of June.

ITEM IX - New Business

A. Aging Report

The Board went into Executive Session at the conclusion of the meeting to discuss the assessment aging report.

B. Newsletter

1. vacancy on Board
2. credit card option for assessment payments
3. ebilling info

ITEM X - Adjournment

There being no further business before the Board of Directors, the meeting was adjourned at 7:57PM. The Board then went into Executive Session to discuss assessment collection issues. The next Board meeting will take place on July 8, 2014.

Approved as submitted

Additions added 6/17/14

Kathleen Hawker
Secretary